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Adm - 12.1.11  
DD/ST# 4339-68

DD/S 68-5542

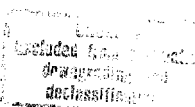
7 NOV 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Memorandum of Understanding -  
SIPS Project Management

1. This memorandum requests your concurrence with the agreement reached by the Deputy Director for Support and the Deputy Director for Science and Technology relating to the management of the SIPS project as set forth in the following paragraphs.
2. The Support Information Processing System (SIPS) is a dynamic, continuously evolving system, consisting of all of the information processing projects required by the DD/S to perform his Support role, with particular attention to those projects concerned with the management of the Agency's manpower, money and materiel resources. Some parts of the system are highly integrated, while others are completely independent and require separate attention. SIPS, then, is not a single package with a specific delivery date.
3. From the beginning it was recognized that success within SIPS was dependent upon close and continued collaboration between the Office of Computer Services, the Support Services Staff in the Office of the Deputy Director for Support and the individual DD/S Offices. It was anticipated that, at the appropriate time, a shift in emphasis would occur, from depth of competence in substantive Support areas to increased depth of competence in computer technology. It was also recognized that maintenance of current DD/S programs, necessary improvements to them and their use in response to current day-to-day requirements is dependent upon the same OCS personnel. The competition between SIPS developmental and on-going DD/S maintenance requirements, and the appropriate allocation of resources among them can only be adjudicated at the highest levels of Support management.
4. The appropriate time for shift has come in major portions of the SIPS project. Accordingly, the DD/S and the DD/S&T are agreed that:

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a. A SIPS Task Force be established, consisting of the Management Support Division of OCS (MSD/OCS) and the Information Processing Branch of the Support Services Staff (IPB/SSS), to be directed by Mr. [REDACTED] the Chief, MSD/OCS. As Task Force Director he will report to and take direction and guidance from the Assistant Deputy Director for Support (ADD/S).

b. The Task Force Director will have full responsibility for the SIPS developmental projects as well as the maintenance of on-going systems and he will have full authority to deploy the combined manpower to satisfy overall DD/S needs at any given time; therefore, all valid requests for ADP support applicable to DD/S responsibilities will be referred to him. Significant changes to on-going projects, and/or new developments outside of the men, money and materiel areas of SIPS primary concentration, will be approved by the Support Information Processing Coordinator prior to referral to the Task Force Director. Conflicts or problems which may occur among competing requirements within the Support Directorate, and which cannot be resolved by the Task Force Director in conjunction with the Support Information Processing Coordinator, will be referred to the ADD/S for resolution with the Directors of the Offices concerned.

c. Projects of an administrative nature which exist or may evolve in support of components outside of the Support Directorate will use existing or SIPS developed programs to the greatest degree possible. When not possible, the Task Force Director will allocate resources of the Task Force as necessary to satisfy the requirement. Conflicts or problems will be referred jointly to the Director of Computer Services and the ADD/S for resolution.

d. Positions will not be transferred from the Office of Computer Services and there will be no change in career designations or career management mechanisms for either the OCS or SSS personnel.

e. The Task Force will be quartered in Headquarters Building.

f. The dissolution of the Task Force has no specified date but will be by mutual agreement between the DD/S and DD/S&T.

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g. The Support Information Processing Coordinator will continue to be responsible for maintaining an awareness of all information processing activities in the Support Directorate and it will be the responsibility of the Task Force Director to ensure that he is fully informed.

5. Your concurrence is requested.

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SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

Carl E. Duckett  
Deputy Director  
for Science & Technology

CONCUR:

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L. K. White

Executive Director-Comptroller

21 Nov 68  
Date

**Distribution:**

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